

TRAINING CALENDAR 2025



Centre for Project Management (CPM)

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TRAINING PROGRAMS	Venue	NAIROBI MOMBASA KIGALI CAPE TOWN ZANZIBAR SEYCHELLES DUBAI CUSTOMIZED												
		Duration	Dates											
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
PROJECT MANAGEMENT														
CAPM - Certified Associate Project Management Certification Exam Prep	2 weeks	Monthly												
PMP - Project Management Professional Certification - PMI Exam Prep	3 weeks	Monthly												
Agile Practitioner Professional - PMI Exam Prep	3 weeks	Monthly												
Program Management Professional - PMI Exam Prep	3 weeks	Monthly												
Aid Coordination Management Information Systems (ACMIS)	2 weeks		03 – 14			05 – 16			04 – 15			03 – 14		
Computerized Project Management	2 weeks			03 – 14			09 – 20			08 – 19			01 – 12	
Data Collection Analysis and Reporting in M&E	2 weeks		10 – 21			12 – 23			11 – 22			10 – 21		
Design and Implementation of M & E Systems	2 weeks	06 – 17			07 – 18			07 – 18			06 – 17			
Effective Management of NGO's, CBO's	2 weeks		03 – 14			05 – 16			04 – 15			03 – 14		
Grants Management	2 weeks			10 – 21			09 – 20			08 – 19			08 – 19	
Laboratory Project Management an Agile Approach	2 weeks	13 – 24			14 – 25			14 – 25			13 – 24			
Monitoring and Evaluation	2 weeks		03 – 14			05 – 16			04 – 15			03 – 14		
Monitoring Evaluation Accountability & Learning(MEAL)	2 weeks			17 – 28			16 – 27			15 – 26			15 – 26	
Program Management	2 weeks	20 – 31			14 – 25			14 – 25			20 – 31			
PM Softwares - Ms Project	1 Week		10 – 14			12 – 16			11 – 15			10 – 14		
Project Proposal writing & fund raising techniques	2 weeks			17 – 28			16 – 27			15 – 26			08 – 19	
Project Budgeting and Cost Control	2 weeks	20 – 31			14 – 25			14 – 25			13 – 24			
Project Financing Skills	2 weeks		17 – 28			19 – 30			18 – 29			17 – 28		
Project Leadership & Governance	2 weeks			03 – 14			02 – 13			01 – 12			01 – 12	
Project Management Documentations	2 weeks	06 – 17			07 – 18			07 – 18			06 – 17			
Project Management, Monitoring and Evaluation with Ms Project	2 Weeks		03 – 14			05 – 16			04 – 15			03 – 14		
Participatory Project Planning and Management	2 weeks			03 – 14			02 – 13			01 – 12			01 – 12	
Project Planning, Design and Implementation	2 weeks	06 – 17			07 – 18			14 – 25			13 – 24			
Project Monitoring and Evaluation	2 weeks		10 – 21			12 – 23			11 – 22			10 – 21		
Research, Monitoring & Evaluation in Public Sector	2 weeks			10 – 21			09 – 20			08 – 19			08 – 19	
Result Based Performance Management (RBPM)	2 weeks	13 – 24			14 – 25			14 – 25			13 – 24			
Risk Management	2 weeks		17 – 28			19 – 30			18 – 29			17 – 28		
The Power Bi For M&E, Data Analytics & Management	2 weeks			03 – 14			02 – 13			01 – 12			01 – 12	
Impact Evaluation for Projects	2 weeks	06 – 17			07 – 18			07 – 18			06 – 17			
Six Sigma	2 weeks		10 – 21			12 – 23			11 – 22			10 – 21		
Tailormade PM Softwares	1 Week	Tailor made as per client												
BUSINESS, FINANCE, ACCOUNTING & BANKING MANAGEMENT														
Accounting for non-Profit Making Organizations	2 weeks	06 – 17			07 – 18			07 – 18			06 – 17			
Activity Based Budgeting	2 weeks		03 – 14			05 – 16			04 – 15			03 – 14		
Advanced Financial Analysis and Management	2 weeks			03 – 14			02 – 13			01 – 12			01 – 12	
Advanced Health Economics	2 weeks	13 – 24			14 – 25			14 – 25			13 – 24			
Auditing and Internal Control	2 weeks		17 – 28			19 – 30			18 – 29			17 – 28		
Auditing for Internal Auditors	2 weeks			10 – 21			09 – 20			08 – 19			08 – 19	
Budgeting And Budgetary Control	2 weeks	20 – 31			14 – 25			14 – 25			13 – 24			
Business Planning And Continuity Management	2 weeks		10 – 21			12 – 23			11 – 22			10 – 21		
Cash Management and Bank Reconciliation for Accounting Officers	2 weeks			03 – 14			02 – 13			01 – 12			01 – 12	
Currency and Vault Management	2 weeks	13 – 24			14 – 25			14 – 25			13 – 24			
Computerized Financial Management	2 weeks		03 – 14			05 – 16			04 – 15			03 – 14		
Computerized Program and Budget Analysis	2 weeks			17 – 28			16 – 27			08 – 19			15 – 26	
Credit Management and Risk Awareness	2 weeks	06 – 17			07 – 18			07 – 18			06 – 17			
Credit Management, Monitoring and Control	2 weeks		10 – 21			12 – 23			11 – 22			10 – 21		
Effective B2B Marketing Strategies	2 weeks			10 – 21			09 – 20			15 – 25			08 – 19	
Financial Management for Donor funded Projects	2 weeks	20 – 31			14 – 25			14 – 25			13 – 24			
Financial Analysis and Management	2 weeks		03 – 14			05 – 16			04 – 15			03 – 13		
Financial Management for Project Accountants	2 weeks			10 – 21			02 – 13			01 – 12			15 – 26	
Financial Management in the Public Sector	2 weeks	13 – 24			07 – 18			14 – 25			20 – 31			
Finance and Budgetary Management	2 weeks		17 – 28			19 – 30			18 – 29			17 – 28		
Financial Integrated Reporting	2 weeks			03 – 14			16 – 27			08 – 19			08 – 19	
Financial Modelling and Valuation Analysis	2 weeks	06 – 17			14 – 25			07 – 18			06 – 17			
Fraud Detection and Prevention	2 weeks		03 – 14			05 – 16			04 – 15			03 – 14		
Logistics Management for NGOs	2 weeks			10 – 21			02 – 13			01 – 12			15 – 26	
Public Procurement	2 weeks	13 – 24			07 – 18			14 – 25			20 – 31			
Project Financial Risk Management and Decision Analysis	2 weeks		03 – 14			05 – 16			04 – 15			03 – 13		
Macro-economics Analysis	2 weeks			17 – 28			16 – 27			08 – 19			15 – 26	
Revenue Collection Management	2 weeks	13 – 24			07 – 18			14 – 25			20 – 31			
Value Chain Analysis and Development	2 weeks		17 – 28			19 – 30			18 – 29			17 – 28		
Value For Money	2 weeks			03 – 14			16 – 27			08 – 19			08 – 19	

International Public Sector Accounting Standards (IPSAS)	2 weeks	13 – 24		07 – 18		14 – 25		20 – 31	
HUMANITARIAN COURSES									
Contract Management and Dispute Resolution	2 weeks	06 – 17		14 – 25		07 – 18		06 – 17	
Disability Mainstreaming in Projects and Organizations	2 weeks		10 – 21		12 – 23		11 – 22		10 – 21
Food Security and Nutrition In Humanitarian Emergencies	2 weeks			03 – 14		16 – 27		08 – 19	08 – 19
Gender Mainstreaming and Sustainable Development	2 weeks	20 – 31		14 – 25		14 – 25		13 – 24	
Grievance Redress and Case Management	2 weeks		03 – 14		05 – 16		04 – 15		03 – 13
Gender Mainstreaming in Project Management	2 weeks			10 – 21		02 – 13		15 – 26	08 – 19
Global Challenges and Community Development	2 weeks	13 – 24		07 – 18		14 – 25		20 – 31	
Humanitarian Response to Conflict and Disaster	2 weeks		17 – 28		19 – 30		18 – 29		17 – 28
Management of Safetynets Projects	2 weeks			17 – 28		16 – 27		08 – 19	15 – 26
Shelter And Settlements In Emergency Situations	2 weeks	06 – 17		14 – 25		07 – 18		06 – 17	
Non-criminal Safeguarding Investigation	2 weeks		10 – 21		12 – 23		11 – 22		10 – 21
Social Protection for a Rapidly Changing World	2 weeks			17 – 28		16 – 27		08 – 19	15 – 26
HUMAN RESOURCE AND COMMUNICATION									
Administration and Management	2 weeks			03 – 14		09 – 20		06 – 17	01 – 12
Effective Communication and Administration Skills	2 weeks		10 – 21		12 – 23		11 – 22		10 – 21
Employee Relations and HR Management	2 weeks	06 – 17		07 – 18		07 – 18		06 – 17	
Executive Secretarial Course	2 weeks		03 – 14		05 – 16		04 – 15		03 – 14
IT and Office Systems for Secretaries and PAs	2 weeks			10 – 21		09 – 20		08 – 19	08 – 19
Human Resource Information Systems Management (HRIS)	2 weeks	13 – 24		14 – 25		14 – 25		13 – 24	
Human Resource Metrics	2 weeks		03 – 14		05 – 16		04 – 15		03 – 14
Labor Relations and Conflict Management	2 weeks			17 – 28		16 – 27		15 – 26	15 – 26
Leadership and supervisory skills development	2 weeks	20 – 31		14 – 25		14 – 25		20 – 31	
Management Development for Personal Assistants	2 weeks		10 – 21		12 – 23		11 – 22		10 – 21
Office Administration & Communication Development	2 weeks			17 – 28		16 – 27		15 – 25	08 – 19
Office Administration & Business Methods	2 weeks	20 – 31		14 – 25		14 – 25		13 – 24	
Perfecting The PA and Secretary Role	2 weeks		17 – 28		19 – 30		18 – 29		17 – 28
Policy Development and Strategic Management	2 weeks			03 – 14		02 – 13		01 – 12	01 – 12
Post Graduate Studies Program Management	2 weeks	06 – 17		07 – 18		07 – 18		06 – 17	
Proposal Writing and Presentations	2 weeks		03 – 14		05 – 16		04 – 15		03 – 14
Public Relations and Customer Care	2 weeks			03 – 14		02 – 13		01 – 12	01 – 12
Public Administration and Management	2 weeks	06 – 17		07 – 18		14 – 25		13 – 24	
Records and Information Management (RAIM)	2 weeks		10 – 21		12 – 23		11 – 22		10 – 21
Strategic Leadership & Change Management in the Public Sector	2 weeks			10 – 21		09 – 20		08 – 19	08 – 19
Supervision Mentorship and Coaching	2 weeks	13 – 24		14 – 25		14 – 25		13 – 24	
Talent Management & Succession Planning	2 weeks		17 – 28		19 – 30		18 – 29		17 – 28
Technology for Personal and Executive Assistants	2 weeks			03 – 14		09 – 20		08 – 19	07 – 11
The Changing Roles of a Modern Secretary	2 weeks	06 – 17		07 – 18		14 – 25		13 – 24	
The Effective Corporate Lawyer	2 weeks		17 – 28		19 – 30		18 – 29		17 – 28
ENERGY AND ENVIRONMENT									
EIA - Environmental Impact Assessment	2 weeks	13 – 24		14 – 25		14 – 25		13 – 24	
Electricity Distribution Network Planning & Design	2 weeks		03 – 14		05 – 16		04 – 15		03 – 14
Environmental And Social Safeguards For Donor Funded Projects	2 week			17 – 28		16 – 27		08 – 19	15 – 26
Energy and Environment Management	2 weeks	06 – 17		07 – 18		07 – 18		06 – 17	
Environmental Education and Climate Change	2 week		10 – 21		12 – 23		11 – 22		10 – 21
Global Energy and Climate Policy	2 weeks			10 – 21		09 – 20		15 – 25	08 – 19
Information Tools for Biodiversity Sustainable Management	2 weeks	20 – 31		14 – 25		14 – 25		13 – 24	
Land Governance and Sustainable Development	2 weeks		03 – 14		05 – 16		04 – 15		03 – 13
Renewable Energy Planning and Management	2 weeks			10 – 21		02 – 13		01 – 12	15 – 26
Strategic Environmental Assessment Management	2 weeks	20 – 31		14 – 25		14 – 25		13 – 24	
WASH - Water, Sanitation and Health	2 weeks		10 – 21		12 – 23		11 – 22		10 – 21
CLIMATE CHANGE AND GREEN ECONOMY									
Climate Change Study and Sustainability	2 weeks	20 – 31		14 – 25		14 – 25		13 – 24	
Biodiversity Information & Sustainable Management	2 weeks		10 – 21		12 – 23		11 – 22		10 – 21
Climate Policy and Public Finance	2 weeks			03 – 14		02 – 13		01 – 12	01 – 12
Climate Change Planning	2 weeks	13 – 24		14 – 25		14 – 25		13 – 24	
Climate Change - Human Rights and Health Management	2 weeks		03 – 14		05 – 16		04 – 15		03 – 14
Carbon Market, Carbon Sequestration Potential of Projects	2 weeks			17 – 28		16 – 27		08 – 19	15 – 26
Climate Change Mitigation in Developing Countries	2 weeks	06 – 17		07 – 18		07 – 18		06 – 17	
Global Warming and Climate Change	2 weeks		10 – 21		12 – 23		11 – 22		10 – 21
Natural Disaster and Climate Change Identification and Management	2 weeks			10 – 21		09 – 20		15 – 25	08 – 19
Climate Change Response - Individual, Community, and Organizations	2 weeks	20 – 31		14 – 25		14 – 25		13 – 24	
Climate Change, Water Conservation & Management	2 weeks		03 – 14		05 – 16		04 – 15		03 – 13
Climate Change - Organizational Policies and Change	2 weeks			10 – 21		02 – 13		01 – 12	15 – 26
Climate and Livelihood Resilient Community Best Practices	2 weeks	13 – 24		07 – 18		14 – 25		20 – 31	
Global Energy and Climate Policy	2 weeks		17 – 28		19 – 30		18 – 29		17 – 28
Waste Management	2 weeks			03 – 14		02 – 13		01 – 12	01 – 12

PUBLIC LEADERSHIP AND GOVERNANCE											
Leadership and Governance Skills	2 weeks	13 – 24			14 – 25			14 – 25			13 – 24
Leadership and supervisory skills development	2 weeks		17 – 28			19 – 30			18 – 29		17 – 28
Policy Development and Strategic Management	2 weeks			10 – 21			09 – 20			08 – 19	08 – 19
Strategic Leadership & Change Management in the Public Sector	2 weeks	20 – 24			14 – 19			14 – 18			20 – 24
Strategic Women Leadership Development Programme	2 weeks		10 – 21			12 – 23			11 – 22		10 – 21
Senior Management	2 weeks			03 – 14			02 – 13			01 – 12	01 – 12
Strategic Leadership Development	2 weeks	13 – 24			14 – 25			14 – 25			13 – 24
Managing Public Health Projects	2 weeks		03 – 14			05 – 16			04 – 15		03 – 14
Performance Management	2 weeks			17 – 28			16 – 27			08 – 19	15 – 26
Management Skills for Excellence	2 weeks	06 – 17			07 – 18			07 – 18			06 – 17
Management Advancement Program	2 weeks		10 – 21			12 – 23			11 – 22		10 – 21
Senior Executive Development	2 weeks			10 – 21			09 – 20			15 – 25	08 – 19
Management Development for Personal Assistants	2 weeks	20 – 31			14 – 25			14 – 25			13 – 24
International Business Strategy	2 weeks		03 – 14			05 – 16			04 – 15		03 – 13
Strategy and Balance Scorecard Development	2 weeks			10 – 21			02 – 13			01 – 12	15 – 26
Strategy Leadership and Change Management	2 weeks	13 – 24			07 – 18			14 – 25			20 – 31
The Balanced Scorecard and Certification	2 weeks		17 – 28			19 – 30			18 – 29		17 – 28
Policy Development and Strategic Management	2 weeks			03 – 14			16 – 27			08 – 19	08 – 19
Policy Advocacy and Lobbying	2 weeks	20 – 31			14 – 25			14 – 25			13 – 24
Strategic Leadership Skills For Managers and Executives	2 weeks		17 – 28			19 – 30			18 – 29		17 – 28

PROCUREMENT AND LOGISTICS											
Contract Management & Effective Negotiation	2 weeks	06 – 17			07 – 18			07 – 18			06 – 17
Contract Preparation and Bid Evaluation	2 weeks		03 – 14			05 – 16			04 – 15		03 – 13
Effective Fleet Management	2 weeks			03 – 14			02 – 13			01 – 12	01 – 12
Enhanced Efficiency In Managing Public Procurement	2 weeks	13 – 24			14 – 25			14 – 25			13 – 24
Green /Sustainable Procurement Procedures For World Bank Funded Projects	2 weeks		17 – 28			19 – 30			18 – 29		17 – 28
Donor Funded Procurement	2 weeks			03 – 14			16 – 27			08 – 19	08 – 19
Inventory & Stock Control Management	2 weeks	20 – 31			14 – 25			14 – 25			13 – 24
Logistics and Supply Chain Management	2 weeks		10 – 21			12 – 23			11 – 22		10 – 21
Logistics Management for NGOs	2 weeks			03 – 14			02 – 13			01 – 12	01 – 12
Logistics and Events Management	2 weeks	13 – 24			14 – 25			14 – 25			13 – 24
Performance-Based Contracting	2 weeks		03 – 14			05 – 16			04 – 15		03 – 14
Project Management Procurement Framework	2 weeks			17 – 28			16 – 27			08 – 19	15 – 26
Occupational Health and Safety	2 weeks	06 – 17			07 – 18			07 – 18			06 – 17
Procurement and Asset Management	2 weeks		10 – 21			12 – 23			11 – 22		10 – 21
Procurement fraud detection and prevention	2 weeks			10 – 21			09 – 20			15 – 25	08 – 19
Procurement For Donor Funded Projects	2 weeks	20 – 31			14 – 25			14 – 25			13 – 24
Procurement, Contract Management and Effective Negotiation	2 weeks		03 – 14			05 – 16			04 – 15		03 – 13
Procurement Auditing	2 weeks			03 – 14			02 – 13			01 – 12	01 – 12
Sustainable Procurement Procedures	2 weeks	06 – 17			07 – 18			07 – 18			06 – 17
Quality Assurance and Control	2 weeks		10 – 21			12 – 23			11 – 22		10 – 21
Warehouse Operations & Performance Measures	2 weeks			17 – 28			16 – 27			08 – 19	15 – 26
World Bank Procurement Guidelines and Regulations	2 weeks	13 – 24			14 – 25			14 – 25			13 – 24

IT / SOFTWARES											
Office Computer Skills	2 weeks		03 – 14			05 – 16			04 – 15		03 – 13
Cloud Computing for Enterprises	2 weeks			17 – 28			16 – 27			15 – 25	08 – 19
Data Protection Course	2 weeks	06 – 17			07 – 18			07 – 18			06 – 17
Digital Filing and Record Management	2 weeks		10 – 21			12 – 23			11 – 22		10 – 21
Digital Innovation	2 weeks			03 – 14			02 – 13			01 – 12	01 – 12
Social Media Integration	2 weeks	06 – 17			07 – 18			07 – 18			06 – 17
Advanced Microsoft Excel	1 week		03 – 07			05 – 09			04 – 08		03 – 07
Ms Project for Project Managers	1 week			03 – 07			02 – 06			01 – 05	01 – 05
Search Engine Optimization and Analytics	2 weeks	06 – 17			07 – 18			14 – 25			13 – 24
Power BI, Data Analytics and Management	1 week		10 – 14			12 – 16			11 – 15		10 – 14
Statistical Analysis in SPSS	2 weeks			03 – 14			02 – 13			01 – 12	01 – 12
Utility Network Data Modelling in GIS	2 weeks	06 – 17			07 – 18			07 – 18			06 – 17
Statar	1 week		17 – 21			19 – 23			18 – 22		17 – 21
Practical SCADA and Telemetry System	2 weeks			17 – 28			16 – 27			15 – 25	08 – 19

Email: info@centreforpm.co.ke | centreforpm@gmail.com

Tel: 0705 880255 | 0732 880255

Website: www.centreforpm.co.ke

TRAINER CERTIFICATIONS



PLEASE NOTE

All Courses are customized to the client's training needs [Sector/ Field / Certifying Body]

The dates are subject to change, kindly confirm before booking or fee payment

The above calendar is not exhaustive on available CPM courses, new courses come up often due to client's training needs and expectations. Check website for more courses

CPM team is able to offer customised and tailored courses as per client's: **Scope, Training needs, Certifying body, Budget, Schedule, Nominee(s) and/or Venue**